Carver College

ANNUAL CATALOGUE

1961-1962

Twelfth Anniversary
1949-1961

VOL. 13 – SEPTEMBER 1, 1961 – NO. 7

CHARLOTTE, NORTH CAROLINA

CARVER COLLEGE

A Two-year Junior College, under the Charlotte Community College System, offering courses in the Pre-Professional Training, General Education, Adult Education, and Community Education

Member of
The North Carolina College Conference
Association of Collegiate Deans and Registrars
American Association of Junior Colleges
American Association of Higher Education
Southern Association of Junior Colleges

Accredited by
The North Carolina State Department of Education

TABLE OF CONTENTS

Calendar of Events	5
Board of Trustees	6
Calendar	6
Instructional Staff	7-8
Administrative Staff	7
COMMITTEES OF THE FACULTY	9-10
General Information	11
Objectives of the College	11
Location	11
Library Facilities	12
Counseling and Guidance	12
Accreditation	12
Veterans' Education	12-13
Education for Vocationally Handicapped	14
Employment Service	14
General Regulations	14
Application for Admission	14
Placement Examinations	15
Student Load	15
CHANGE OF NAME OR ADDRESS	15
Change of Program	15
Examinations	15
Academic Standing	15
Scholarships and Grades	16
Attendance	17
Other Regulations	17
Transfer of College Credits	17
Medical Care	17
Expenses	18
Total Expenses for Residents of North Carolina	18
Part-time Students	19
Special Fees	19-20
Classification of Students	20
Adult Education	20
Special Students	20

TABLE OF CONTENTS—Continued

Schedule of Classes ---- 20
Withdrawal ---- 20
Honor Roll ---- 20
Graduation Requirements ---- 21

Student Activities ---- 21
Student Government ---- 21
Dramatics ---- 21-22
Newspaper ---- 22
College Yearbook ---- 22
Athletics ---- 22
Recreation ---- 22
Honor Society ---- 22-23
Music ---- 23

SCHOLARSHIPS ---- 23-24

STUDENT LOAN ---- 24

Programs of Study ---- 24-36
Liberal Arts (University Parallel) ---- 25
Business Education (University Parallel) ---- 26
Business Administration ---- 26-27
Secretarial Science (University Parallel) ---- 27
Secretarial Science (Terminal) ---- 28
Clerical Techniques ---- 29
Medical Receptionist ---- 30
Pastor's Assistant and Church Secretary (Terminal) 31
Medical Secretary (Terminal) ---- 32
Medical Receptionist—Stenographer ---- 33
Legal Secretaryship (Occupational Curriculum) ---- 34
Pre-Engineering (University Parallel) ---- 35

Course of Instruction ---- 36
Business ---- 36-37
Education and Psychology ---- 37-38
English ---- 38-39
Foreign Languages ---- 39
French ---- 39
German ---- 39
Spanish ---- 39

TABLE OF CONTENTS—Continued

Humanities	40
Mathematics	40-41
Mechanical Engineering	41
Natural Sciences	42-43
Physical Education	43
Religious Education	43
Social Sciences	44
Degrees Granted	45
Roster of Students	46-49
Summer School, 1960	49-50
Summary of Student Enrollment	50
Summary of Graduates	50

CALENDAR OF EVENTS
1961-1962

Fall Semester, 1961

September 5-8 ——— Advance Registration of Old Students
September 13-15 ——— Orientation of New Students
September 18 ——— Registration of New Students
September 19 ——— Registration of Other Students
September 20 ——— First Day of Classes
September 27 ——— Last Day to Add Courses for Credit
October 11 ——— Last Day to Drop Courses
November 21 ——— Last Day of Classes Before Thanksgiving Holidays
November 27 ——— Classes Resume
December 20 ——— Last Day of Classes Before Christmas Holidays
January 2, 1962 ——— Classes Resume
January 22-26 ——— Advance Registration for Spring Semester
January 23 ——— Last Day of Classes
January 25-31 ——— Final Examinations

Spring Semester, 1962

February 1 ——— Orientation of New Students
February 2 ——— Registration of New Students
February 5 ——— Registration of Other Students
February 6 ——— First Day of Classes
February 12 ——— Last Day to Add Courses for Credit
February 26 ——— Last Day to Drop Courses
April 20 ——— Last Day of Classes Before Spring Holidays
April 30 ——— Classes Resume
May 21-25 ——— Advance Registration for Summer School
May 25 ——— Last Day of Classes
May 28-June 1 ——— Final Examinations
June 3 ——— Graduation Exercises

SUMMER SESSION, 1962

First Term

June 7 ——— Registration
June 8 ——— First Day of Classes
July 4 ——— Holiday
July 13 ——— Last Day of Classes
July 16-17 ——— Final Examinations

Second Term

July 18 ——— Registration
July 19 ——— First Day of Classes
August 22 ——— Last Day of Classes
August 23-24 ——— Final Examinations

CARVER COLLEGE

BOARD OF TRUSTEES

J. MURREY ATKINS, *Chairman*
DR. ERNEST A. BEATY
THOMAS M. BELK
LINN D. GARIBALDI
JOHN PAUL LUCAS
C. A. MCKNIGHT
JOHN A. MCRAE, SR.
ADDISON H. REESE
OLIVER ROWE
SHELDON P. SMITH
ROBERT L. TAYLOR
DR. THOMAS WATKINS, SR.
DR. ELMER H. GARINGER, *Secretary*

CALENDAR 1961-1962

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Administrative Staff

JAMES F. ALEXANDER .....*Acting Administrator and Registrar*

MRS. ANNA M. HOOD .....*Secretary to the Director*

MRS. LORETTA C. STANLEY .....*Clerk*

BERNARD L. BROWN.....*Coordinator of Student Welfare and Student Activities*

JACQUELINE A. PHARR .....*Coordinator of Testing and Placement*

MRS. DOROTHY R. CRAWFORD .....*Librarian*

LORENZO A. GEORGE .....*Bursar and Bookstore Manager*

Instructional Staff—College

AYTON, NIGEL M. .....*French*
A.B., Howard University
Certificate de francais, University of Paris

BOOTON, LAURA M. .....*Business Administration*
B.S., Hampton Institute

BROWN, BERNARD L. .....*Social Science*
A.B., Johnson C. Smith University
M.A., Columbia University

CARTER, ROBERT .....*Business Administration*
B.S., North Carolina College

COUNTS, HERMAN L. .....*Religious Education*
A.B., Johnson C. Smith University
B.D., Johnson C. Smith University
M.A., McCormick Theological Seminary

CRAWFORD, DOROTHY R. .....*Librarian*
A.B., Knoxville College
M.S. in L.S., Catholic University

HART, LORENE G. .....*English*
B.A., Morgan State College
M.A., Columbia University

HUNTER, DAVID L. .....*Mathematics*
B.S., Johnson C. Smith University
M.S., Atlanta University

LUCAS, DORIS M. ..... *English*
B.S., A. and T. College
M.A., North Carolina College

MCKINNEY, MARTHA L. ..... *Education*
B.A., Johnson C. Smith University
M.A., Columbia University

PHARR, JACQUELINE A. ..... *Zoology, Botany*
B.S., Johnson C. Smith University
M. A., Columbia University

POTTS, ETHEL M. ..... *Education, Adult Education*
A.B., Johnson C. Smith University
M.A., Columbia University

RORIE, RAYMOND P. ..... *Zoology, Botany*
B.S., A. and T. College
M.S., New York University

RUSSELL, EDNA M. ..... *Social Science*
A.B., Johnson C. Smith University

SIGLER, MATTHEW ..... *Social Science*
A.B., Johnson C. Smith University

SMITH, CAROL T. ..... *Chemistry*
B.S., Livingstone College

SPIVEY, MARY P. ..... *Mathematics*
B.S., Livingston College

WATKINS, THOMAS, JR. ..... *German*
A.B., Harvard University
D.D.S., University of Pennsylvania

WOODARD, ELSIE E. ..... *English*
B.A., Bennett College
M.A., University of Michigan

Other Employees

BURRIS, ANNIE ..... *Library Assistant*
A.A., Carver College

MCRAE, CHARLES ..... *Music*
A.A., Carver College

SADLER, VERNELL ..... *Library Assistant*
A.A., Carver College

COMMITTEES OF THE FACULTY

Administrative

James F. Alexander, *Chairman*
Bernard L. Brown
Mrs. Dorothy R. Crawford
Mrs. Mary P. Spivey

Admissions

James F. Alexander, *Chairman*
Matthew Sigler
Jacqueline A. Pharr
Mrs. Carol T. Smith

Alumni

Mrs. Dorothy R. Crawford, *Chairman*
Mrs. Laura M. Booton
David L. Hunter

Commencement

Mrs. Mary P. Spivey, *Chairman*
Nigel M. Ayton
Raymond P. Rorie
Mrs. Elsie E. Woodard

Counseling

Bernard L. Brown, *Chairman*
Jacqueline A. Pharr

Curriculum and Catalog

Doris M. Lucas, *Chairman*
James F. Alexander
Mrs. Martha L. McKinney
Mrs. Laura M. Booton
Herman L. Counts
Matthew Sigler
Mrs. Mary P. Spivey

Freshman Orientation

Nigel M. Ayton, *Chairman*
Mrs. Martha L. McKinney
Mrs. Ethel M. Potts
Mrs. Lorene G. Hart
Matthew Sigler

Athletic Committee

Robert Carter, *Chairman*
Nigel M. Ayton
James F. Alexander
Bernard L. Brown
David L. Hunter
Matthew Sigler

Institute and Community Service Projects

Robert Carter, *Chairman*

Mrs. Laura M. Booton — David L. Hunter

Library

David L. Hunter, *Chairman*

Mrs. Martha L. McKinney — Bernard L. Brown

Jacqueline A. Pharr — Nigel M. Ayton

Mrs. Laura M. Booton — Mrs. Dorothy R. Crawford

Programs and Social Activities

Jacqueline A. Pharr, *Chairman*

Nigel M. Ayton — Thomas Watkins, Jr.

Public Relations

Bernard L. Brown, *Chairman*

Robert Carter — Mrs. Martha L. McKinney

Mrs. Ethel M. Potts

Publications—Newspaper and The Annual

Lorene G. Hart, *Newspaper Chairman*

Robert Carter — David L. Hunter *Annual Chrm.*

Herman L. Counts — Mrs. Ethel M. Potts

Mrs. Elsie E. Woodard

Scholarships, Loans and Awards

Jacqueline A. Pharr, *Chairman*

Mrs. Edna M. Russell — Mrs. Dorothy R. Crawford

Bernard L. Brown — Matthew Sigler

David L. Hunter — Robert Carter

Student Government

Bernard L. Brown, *Chairman*

Nigel M. Ayton — Mrs. Edna N. Russell

Mrs. Carol T. Smith

Teacher Welfare

Mrs. Martha L. McKinney, *Chairman*

Nigel M. Ayton — Thomas Watkins, Jr.

GENERAL INFORMATION

Objectives of the College

Believing in the dignity and worth of every person and in equal opportunity for the development of individual capacity, Carver College desires to serve the individual and the community by offering to young people and adults educational experiences for enriched living, cultural development, and responsible citizenship. Its major aim is to provide for young people a well-balanced general educational program which will prepare them in specific requirements for junior standing in a senior college or university, for entrance to a professional school, and for the completion of the Associate in Arts degree. The adult program is designed for continued development in the fields of vocational, cultural, and general education.

More specifically the basic objectives are:

1. To develop competency for further academic or pre-professional study as a prerequisite to major fields in a four-year college or university. Thus the student who wishes to complete a four-year college course or prepare for a profession requiring more than two years may complete the first two years at Carver College.

2. Preparation in vocational education. The college offers one and two-year programs to meet the vocational needs of young people who wish to terminate training at the end of one or two years. These programs are in the fields of General Business, Business Administration, and Secretarial Science.

3. Preparation in the field of adult education. The college seeks to make available to adults educational and training opportunities for the purpose of increasing their occupational competency and personal growth. These offerings are in organized vocational, cultural, and general education courses.

Location

Carver College is located in the city of Charlotte in Mecklenburg County, North Carolina. The campus is situated in the western part of the city and may be reached by city bus or taxi from the bus or railroad station. With an estimated population of 205,000, Charlotte is the largest city in the two Carolinas and serves as the center of commerce, industry, and culture for an area of twenty-four counties.

Library Facilities

The library, which is housed in a section of the new administration building is a beautiful and useful asset to the campus. It contains nearly 7,000 carefully selected volumes, approximately 65 periodicals and 5 newspapers. A librarian and trained student assistants are in charge.

Plans are being drawn for a library building for the college, which, when completed, will provide facilities for greatly expanding all phases of library services to meet the demands of our faculty and students.

The facilities of the Charlotte-Mecklenburg Public Library are also available.

Counseling and Guidance

The instructional program of Carver College contributes to the guidance process by furnishing try-out experiences under the direction of interested faculty members, wherever this is possible. Students are encouraged to consult with their instructors regarding problems which they encounter. During the pre-registration and registration periods, the faculty serves in an advisory capacity for the planning of programs of study and the scheduling of classes. Two part-time counselors add to the efficiency of this program.

Each student, upon entering the college, is assigned to one of the teachers who acts as advisor. Frequent conferences are held during each semester. This close contact between faculty and students lends to a carefully guided Junior College career.

Accreditation

Carver College is a member of the North Carolina College Conference, is affiliated with the American Association of Junior Colleges, and is accredited by the North Carolina State Department of Education.

The college is working closely with officials of the Southern Association of Colleges and Secondary Schools for accreditation in the near future.

Credits earned at Carver College in curricula leading to degrees are transferable to senior colleges and universities.

Veterans' Education

Carver College trains veterans under the G. I. Bill of Rights. Veterans seeking training under the provisions of Public Law 16 or 894 (Federal Educational Rehabilitation Program), Public Law 346 (Servicemen's Readjustment Act), or Public Law 550

(Veterans' Readjustment Assistance Act of 1952) must enroll for a minimum of twelve semester hours in order to receive full subsistence. Routines involving letters of eligibility, interruption of training, and the like are handled by the College Office. Technical questions relating to the Veterans Administration are referred to Mr. Vernon O. Tucker, Veterans' Service Officer who is located at 123 North Poplar Street, and Mr. John L. Little, Officer in charge of Veterans Administration of Charlotte, North Carolina, Liberty Life Building.

Before the time of registration, each veteran who wishes to enter Carver College should do the following:

1. File at the college office the following:
   (a) Application for admission completely filled out.
   (b) Transcripts of all previous high school and/or college courses completed before or after induction or as a part of Army or Navy basic training or specialized training programs; also, records of courses taken by correspondence through the United States Armed Forces Institute. The latter records may be secured from United States Armed Forces Institute, Madison, Wisconsin. All transcripts and records should be sent directly from the school, college, or other agencies to Carver College.
2. Report to the College Office to receive definite instructions for making application for a Certificate of Eligibility and Entitlement, or if the veteran has interrupted his previous training in another institution, for a Supplemental Certificate of Eligibility.

At the time of registration the veteran should submit to the College Office a Certificate of Eligibility and Entitlement or a Supplemental Certificate of Eligibility.

Veterans in G.I. Bill training under Public Law 550 will receive a monthly educational and training allowance from the Government to help meet the expenses of their training and living expenses. Tuition, books, supplies, and other incidental fees are the personal responsibility of the veteran. A veteran will get his monthly allowance some time after the end of each month of training completed. Before the Veterans Administration can pay him, the law requires a certificate from both the veteran and his school or training establishment in which he was enrolled and pursuing his course during that period.

A veteran attending Carver College is required to maintain satisfactory academic achievement, attendance, and conduct.

Education for Vocationally Handicapped

Men and women who have suffered a disability which renders them vocationally handicapped or which might be expected to render them vocationally handicapped are eligible for services of the Division of Vocational Rehabilitation. These services include vocational counseling and guidance, medical treatment, training (payment of costs such as books, fees, tuition), and placement. These services are available at no cost to the individual, and may be secured upon application to the North Carolina State Vocational Rehabilitation office at 127 West Seventh Street, Charlotte, N. C., telephone FR 5-8686, Mr. C. A. McDaniel, Director.

Employment Service

In cooperation with the North Carolina Employment Service, the college offers employment service to assist students in securing part-time or full-time employment. Special attention will be given to placement of students who satisfactorily complete the requirements for graduation in the terminal curricula. Application should be made in person at the College Office and at the North Carolina Divisional Employment Office located at 112 West First Street, Telephone ED 3-7761.

Students proficient in the Secretarial Science Terminal Program are in demand and are usually placed immediately in local businesses and educational institutions as secretaries.

GENERAL REGULATIONS

Application for Admission

Application for admission is made by submitting (1) a completed official application form, (2) official transcript of high school record showing 16 acceptable units, (3) statement of recommendation from high school principal, (4) statement of recommendation for transfer students from last college attended.

For admission as an advanced student, application is made by submitting (1) a completed official application form, (2) official transcript of all former college work. An applicant who has attended other institutions of collegiate grade must not disregard his collegiate record in making an application to this institution.

Transcripts delivered in person by the applicant are unofficial. Only transcripts received directly from other institutions are considered official.

In short or refresher courses, students may register without transcripts or entrance classification examinations.

Placement Examinations

The English and Mathematics placement examinations and the college aptitude tests must be taken by all entering students. The results from this testing program will enable the student and the college to plan a program which the entrant can carry successfully.

Student Load

A regular full-time student must register for a minimum of 12 semester hours. All students who register for less than twelve semester hours will be considered as special students unless prior approval has been given by the Registrar.

Honor Roll students may be permitted to carry extra hours; however, any excess hours carried by any student will not be credited unless approved by the Registrar.

Veterans must register for either a full load (12 to 15 semester hours) or a half load (not less than 8 semester hours) to receive subsistence.

Change of Name or Address

Students are urged to notify the Registrar's office promptly in writing when they change their names or addresses.

Change of Program

During the first week of a semester a student may change his program with permission from the Registrar. Dropping a course without proper permission will result in a grade of "F."

Examinations

Final examinations on the entire semester's work are given at the close of each semester in each class. Students are required to take the scheduled final examinations at the appointed time and place in order to secure credit.

Academic Standing

The College requires that an overall average of "C" must be maintained each semester for a student to remain in good standing. Students who fail to maintain this average will have their records reviewed by the Admission Committee at the end of each semester. The Committee may rule as follows:

1) The student may be placed on probation in the same curriculum.
2) The student may be placed on probation with a change in curriculum.
3) The student may be dropped from the College for academic reasons.

Scholarships and Grades

Students are notified of deficiencies in scholarship upon completion of mid-term examinations.

Final semester grades are available to students within four weeks of the end of the semester.

The system of grades and grade points at Carver College is as follows:

A—indicates work of superior character.

B—indicates work of a better than average grade.

C—indicates average work.

D—indicates less than average, but passing.

F—indicates failing; student must repeat course if credit is desired.

I—some phase of work incomplete at time grades were reported. Incompletes must be made up not later than the succeeding semester after work was originally due; otherwise, the "I" automatically becomes "F."

WP—permission granted to withdraw, but passing at time of withdrawal.

WF—permission granted to withdraw, but failing at time of withdrawal.

A Student who withdraws from a course without permission automatically receives an "F" in that course.

A semester credit is the same as a semester hour. For each hour points earned equals or surpasses the number of semester hour

A—3 quality points	F—0 quality point
B—2 quality points	I—0 quality point
C—1 quality point	WP—0 quality point
D—0 quality point	WF—0 quality point

Work is considered satisfactory when a student maintains an average of "C" or higher; that is, the number of quality points earned equals or surpasses the number of semester hour credits pursued.

Attendance

Students are required to attend all classes, assemblies, and other exercises.

It is the belief of the administration that a student cannot be absent from any course an unlimited number of times and do acceptable work. To take care of illness or other good reasons, a limited number of absences will be allowed from each course. Students will be allowed as many absences as the course carries credit hours. Unexcused absences, or "cuts," in any course will cause the mark of the student in said course to be reduced to the next lower grade, if the number of absences exceeds the credit hours allowed in the course.

Other Regulations Are As Follows:

1. Each unexcused absence or cut before or immediately after a holiday shall count as two cuts.

2. Five or more cuts in any course will bring a reduction or complete loss of credit for the semester in the course involved.

3. A student who is absent from class for any cause more than eight times cannot receive credit for the same.

4. Assembly attendance is required for all students. The assemblies are planned to furnish educational opportunities for spiritual, cultural, and social growth.

Transfer of College Credits

Students who plan to transfer to a four-year college or university upon completion of their junior college work should inform their advisers when they enroll so that the loss of credit may be avoided.

Medical Care

All students are encouraged to participate in the accident insurance program of the school.

TUITION:

a. The tuition fee for a resident of North Carolina is six dollars ($6.00) per semester hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of 16 hours credit, will be charged eighteen dollars ($18.00) per course or ninety-six dollars ($96.00) for six courses for the semester.

b. The tuition fee is twelve dollars ($12.00) per semester hour credit for non-residents of North Carolina. Students whose supporting parents (or guardians) have not been a bona fide resident of the State of North Carolina for more than six months immediately preceding the day of his first enrollment in the institution shall be termed an out-of-state student with the following exceptions:

(1) A student over twenty-one years of age at the time of his first matriculation who has resided in North Carolina for more than one year other than by virtue of attendance at another college or temporary military assignment, preceding the day of his first enrollment.

(2) A student whose supporting parent is a regular employee of the Federal Government stationed in the state of North Carolina.

(3) A student whose supporting parent is a regular employee of the Federal Government who is employed outside of the state, but who through law is permitted to retain his North Carolina citizenship.

The furnishing of incomplete or incorrect information regarding residence may result in the student's dismissal from college. The Registrar's Office determines each student's residential status on the basis of existing information and interpretation of regulations.

REGISTRATION:

A registration fee of ten dollars ($10.00) will be charged each semester. An activity fee of seven-fifty ($7.50) will be charged each semester.

TOTAL EXPENSES FOR RESIDENTS OF NORTH CAROLINA

FULL-TIME STUDENTS PER SEMESTER (16 hours)

Tuition ($6.00 per semester hour credit)	$96.00
Registration Fee	10.00
Student Activity Fee	7.50
Total	$113.50

PART-TIME STUDENTS (8 hours)

Tuition ($6.00 per semester hour credit)	$48.00
Registration Fee	10.00
Student Activity Fee	7.50
Total	$65.50

One 3-hour Course:

Tuition ($6.00 per semester hour)	$18.00
Registration Fee	10.00
Total	$28.00

SPECIAL FEES

Science 133, General Botany	7.50
Science 134, General Zoology	7.50
Science 231, 232, 233, General Inorganic Chemistry	7.50
Science 234, 235, 236, General Physics	7.50
Business 135, 136, 235, 236, Typewriting	3.00
Business 237, Office Machines	3.00
Insurance Fee (Recommended)	1.75
Graduation Fee (Minimum)	6.00
Late Registration Fee	2.00
Transcript Fee (after issuance of first copy)	1.00

BOOKS AND SUPPLIES:

The cost of books and supplies is estimated at approximately twenty-five dollars ($25.00) per semester.

All charges for tuition and other fees are due and payable on the day of registration. Checks and money orders should be made payable to Carver College.

REFUNDS:

Periods of Actual Attendance Counted from Day of Registration	*Percent of Tuition and Fees Refunded*
One day to two weeks (1 to 14 days)	80%
Between 2 and 3 weeks (15 to 21 days)	60%
Between 3 and 4 weeks (22 to 28 days)	40%
Between 4 and 5 weeks (29 to 35 days)	20%
After five weeks	0%

The registration fee is not refundable.

It is the policy of the college to follow the law as stated in Public Law 550 in case of unused portions of tuitional fees and other charges to veterans.

Classification of Students

Sophomores—Students who have credit for at least thirty-two semester hours of work and have earned at least thirty-two quality points.

Freshmen—All other students, not registered special, are ranked as Freshmen, without regard to date of admission.

Special—Students of mature age who are not working for a degree.

Adult Education

The adult education program of Carver College endeavors to provide for the residents of Charlotte both young and old, courses desired for increased vocational competency and cultural development. The present program offers a variety of courses, and others will be added as the need for them arises. These classes have no educational prerequisites, and give no college credit either for graduation or transfer.

SPECIAL STUDENTS

Persons of mature age and of good character may enter the College for the purpose of taking courses without becoming candidates for a degree. Such persons will be listed as unclassified students. They must prove to their instructors their ability to pursue successfully the courses for which they have registered. These students are subject to the same rules and regulations as regular students.

SCHEDULE OF CLASSES

Classes are scheduled to meet Monday through Friday from eight o'clock in the morning until ten o'clock in the evening. Each class period is fifty minutes in length.

WITHDRAWAL

Students who find it impossible to continue their assigned classes at the College should make written application for withdrawal in the Director's Office. Such application will be reviewed and approved by the Director before permission is granted. Any student who leaves the college, except after the close of a semester, without notifying the Office, will receive a mark of "F" in all courses.

HONOR ROLL

A student must take a full load of five subjects, fifteen semester hours of work, and maintain at least a "B" average to qualify for the Honor Roll.

Graduation Requirements

Carver College provides the Associate in Arts degree as a form of recognition for satisfactory completion of two years of work.

To be awarded the Associate in Arts Degree the student must satisfy the following requirements:

1. Complete with passing grades at least 64 semester hours of work.
2. Earn 64 grade points.
3. Make a general average of "C".
4. Have credit for at least 18 semester hours of courses of sophomore level.
5. Complete at least 15 semester hours of work at Carver College.
6. Complete one semester of Freshman Orientation, Education 100.

STUDENT ACTIVITIES

The development of the whole individual is the aim of the institution. Outside of the classroom, certain activities, designated as extracurricular, are provided. The extracurricular program of the college contributes greatly to the cultural and intellectual development of the students. Many enriching experiences are provided through the close cooperation which is maintained between the administration and other civic and educational institutions of the city and nearby areas.

Student Government

It is the policy of Carver College to encourage and develop student self-government. Student government was organized the first quarter of 1949 at Carver and is continuing to function. The Student Council's functions are to serve the membership of the school in every possible way, forming certain committees vital to the student government program, promoting educational projects, and formulating, with the administrations' approval, certain school policies.

Dramatics

The Carver STAGE CRAFTERS attempt to stimulate interest in all phases of dramatic expression. Plans for expansion of the drama program of the college are being formulated to include group discussions of pantomime, acting, make-up, playwriting, radio

technique, and verse choirs. Emphasis is placed on the special training of individual students and the exchange of ideas in the field of dramatic art. The nucleus of the STAGE CRAFTERS is the class in speech.

Newspaper

To provide information for all persons interested in Carver College, THE CARVER CHRONICLE, official voice of the students, is published once each semester.

The duties and purposes of the newspaper are: to create a wholesome school spirit; to support the best traditions of the institution; to encourage worthy school activities; to record the history of the school; to offer training in journalistic projects; and above all, to afford a free and usage forum for expression and opinions in the tradition of our democracy.

College Yearbook—The Carveran

The first Yearbook was published at the end of Carver's initial year in 1950 and henceforth is an annual publication. The purpose of the Carver Yearbook is to present a vivid account of the activities of the institution during the school year.

Athletics

Carver College's athletic program is limited to basketball and field events. Opportunity for other athletic activities will be added as interest, time, and enrollment indicate the need.

Recreation

Social activities, including dances, receptions, banquets, and coffee hours, are provided as leisure interests during the school year.

Honor Society

In September of 1951, the Honor Society was organized. To become a member of the Carver College Honor Society, a student must have made an average of "B" or above in at least thirty semester hours' work at Carver College.

To be eligible for active membership in the Honor Society, a student shall be registered and in good standing at Carver College. He shall be of sophomore classification and shall have

earned a minimum of 30 semester hours of credit toward an Associate in Arts degree at Carver College. His scholarship standing in terms of the grade or honor point average shall be not less than 2.3, expressed under the system A equals 3; B equals 2; C equals 1; D equals 0. This average shall be computed by dividing the number of grade or honor points by the number of credit hours.

Music

The Carver College Music Department (choral work) is open to all students after being qualified through vocal tests and may be used as an elective with credit. No credit will be allowed, however, for less than one semester's work. All interested students are required to pursue two years' work in the department before being considered for awards or scholarships. All material to be covered will be planned by the music faculty after thorough consideration of the college talents, students' needs, and public performances. Choral training in the classes will be supplemented by experiences in performance at school programs and community affairs. Students should show evidence of doing college level work at all times. Students may exemplify this talent and interest through membership in the college chorus, male chorus, women's chorus, mixed quartet, mixed octet, and male quartet.

Attendance

Students enrolled in music for the semester are expected to be present and prompt unless officially excused. All music students are required to attend all musical events during the quarter.

Outside Performance

These appearances will be screened by the Director of the College and music faculty, thus eradicating numerous commitments on students.

SCHOLARSHIPS

The scholarship committee, consisting of local interested citizens and faculty members of Carver College, works to provide funds for worthy students for each current year. This committee sponsors a benefit concert annually, the proceeds of which are added to the scholarship fund. Only students who meet certain prescribed qualifications are eligible for these funds.

The three broad areas of scholarship assistance are: (1) General Scholarships, (2) Grants-in-Aid, (3) Workships.

The Criteria for granting scholarships:

Entering freshman: (1) Student must have made formal application to Carver College (2) Must be a high school graduate

with an average of "B" or above (3) Must have favorable recommendation from his principal and one individual other than a relative (4) Must have good character, moral responsibility, and personality (5) Should have plans of finishing a four year college.

The Criteria for Grants-in-Aid:

Applicable to any student: (1) Before a student is eligible for a Grant-in-Aid he must have been a full-time student in Carver College for one full semester; he must make application, and must have recommendation from the counselor and the student advisor (2) Must maintain an average of "C" or above (3) Must exhibit good citizenship (4) Must show definite need for financial assistance.

The Criteria for Workships.

(1) Student must be a full-time student in Carver College, (2) Must maintain an average of "C" or above (3) Must make application and (4) Must show definite need for financial assistance.

Appplications should be received by the Scholarship Committee not later than April 15 of each year in order to be considered for the next school year.

NATIONAL DEFENSE STUDENT LOAN PROGRAM

Carver College qualified for the National Defense Student Loan which was set up in 1958-1959 by the Department of Health, Education and Welfare in Washington, D. C. Its purpose is to stimulate and assist in the establishment at institutions of higher education of funds for the making of low-interest loans to students in need thereof to pursue their courses of study in such institutions. $1,627.25 is available for students at Carver College during this school term. Students with high scholarship and who are in need of funds should make application to the special committee of the faculty in charge of this program.

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "University Parallel" or "Terminal." Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at Carver College. Those in the second category are intended for students who do not plan to transfer to a university or a senior college after completion of lower division work at Carver College, but wish to gain the best possible training in specific fields during two years of college, and plan to enter their chosen vocation upon graduation from Carver College.

University Parallel Curricula

Any of the academic courses offered by this college, if properly selected, should be accepted for transfer to a senior institution

and should count, without loss of credit hours, toward a bachelor's degree. However, a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the Director will gladly assist the student in choosing the courses that will assure junior standing in the senior institution, the final responsibility for selecting the proper courses must rest with the student.

TERMINAL CURRICULA

It is possible for a student in the terminal programs to do part-time work in his chosen field under the supervision of a trained co-ordinator and, at the same time, to gain credit towards graduation for this work-type educational experience.

CARVER COLLEGE

Liberal Arts (University Parallel)

First Year

REQUIRED:

	Hours Credit
English 131-132	6
Mathematics 131-132 or 133-134	6
Science 131-132 or 241-242	6 or 8
Social Science 131	3
Education 100	0

REQUIRED (Choose one):

French 131-132	6
German 131-132	6
Spanish 131-132	6

ELECTIVES:

Physical Education 113-114	2
Religious Education 121-122	4
Science 135	3
Social Science 132-133	6

Second Year

REQUIRED:

English 221-222	4
English 231-232	6
Humanities 231	3
Psychology 231	3

REQUIRED (Choose one):

French 231-232	6
German 231-232	6
Spanish 231-232	6

	Hours Credit
ELECTIVES:	
Education 231	3
Physical Education 211-212	2
Psychology 232	3
Psychology 233	3
Religious Education 221-222	4
Science 141-142; 245-246; 243-244	8
Social Science 231-232	6
Social Science 233-234	6
Social Science 235	3
Social Science 236	3

Four semesters in the same foreign language are required.

BUSINESS EDUCATION
(University Parallel)
Freshman Year

	Hours Credit
Business 131-132 (REQUIRED)	6
Social Science 231-232	6
Business 231	3
Business 232	3
Business 133-134	6
Physical Education 113-114	2
English 131-132	6
Education 100 (REQUIRED)	0

Sophomore Year

English 221-222	4
Psychology 231	3
English 231-232	6
Mathematics 231-232	6
Science (Natural)	3
Office Machines 237	3
Electives	4
Physical Education 211-212 (REQUIRED)	2

BUSINESS ADMINISTRATION
Transferable
Freshman Year

	Hours Credit
Business 131-132 (Required)	6
Education 100 (Required)	0
English 131-132	6
*Foreign Language	6
Business 231	3
Physical Education 113-114	2

	Hours Credit
*Business 135-136	6
*Choose one:	
French 131-132	
Spanish 131-132	

Sophomore Year

Business 232	3
Mathematics 231-232	6
Social Science 231-232	6
English 231-232	6
Physical Education 211-212 (Required)	2
Science (Natural)	6
Elective	6

*Two semesters in the same foreign language are required.

** If the student demonstrates necessary knowledge and skill in these subjects, he may substitute electives from which he feels he may benefit.

SECRETARIAL SCIENCE
(University Parallel)

The Associate in Arts degree will be awarded to a student who meets the specific requirements for this degree.

Freshman Year

	Hours Credit
Business 131-132	6
Education 100 (Required)	0
English 131-132	6
Social Science 233-234	6
Physical Education 113-114 (Required)	2
*Business 133-134	6
*Business 135-136	6

Sophomore Year

Business 231-232 (Required)	6
English 231-232 or English 233-234 (Required)	6
Physical Education 211-212 (Required)	2
Social Science 231-232	6
*Business 233-234	6
*Business 235-236	6

* If the student demonstrates necessary knowledge and skill in these subjects, he may substitute electives from which he feels he may benefit.

SECRETARIAL SCIENCE
(Terminal)

This curriculum is primarily designed to train young men and women for immediate entry into business life.

Freshman Year

	Hours Credit
Business 131	3
Education 100 (Required)	0
English 131-132	6
Social Science 233-234	6
Physical Education 113-114 (Required)	2
*Business 133-134	6
*Business 135-136	6
**Electives	
Business 135-136	6
Business 132	2
Social Science 231-232	6
Spanish or French 131-132	6

Sophomore Year

Business 231-232 (Required)	6
Physical Education 211-212	2
Social Science 235-236	6
*Business 233-234	6
*Business 235-236	6
**Electives	
Business 231	3
English 233-234	6
Business 238	3
Psychology 231	3
Social Science 237	3
Business 334	3

* If the student demonstrates necessary knowledge and skill in these subjects, he may substitute electives from which he feels he may benefit.

**These courses are merely suggestive. The student may elect any other course offered from which he feels he may benefit.

CLERICAL TECHNIQUES

A one-year course designed to train men and women for employment as clerks, clerk-typists, file clerks, and other positions in Civil Service and private business. The purpose of the course further is to give re-training courses for persons already in employment who desire to refresh themselves. The following subjects comprise the units of work of the course.

First Semester

	Hours Credit
*Business 135	3
Mathematics 131	3
Business 237	3
Business 232	3
English 233	3

Second Semester

*Business 136	3
Business 238	3
Mathematics 132	3
English 234	3
**Electives	
Business 133-134	6
Business 235-236	6
English 221-222	4
Business 231	3
Psychology 231	3
Business 334	3

* If the student demonstrates necessary knowledge and skill in these subjects, he may substitute electives from which he feels he may benefit.

**These courses are merely suggestive. The student may elect any other course offered from which he feels he may benefit.

Upon completion of this course a certificate will be issued. Certificates for separate subjects may be earned also.

MEDICAL RECEPTIONIST
(One-Year Non-Degree Program)

This curriculum is designed for the student who desires employment as a receptionist in a medical or dental office.

First Semester

	Hours Credit
*Business 135	3
Psychology 231	3
English 233	3
Physical Education 113	1

Second Semester

*Business 136	3
Business 131	3
English 234	3
Business 237	3
Business 238	3
Physical Education 114	1

**Electives

Science 131	3
English 231-232	6
English 221-222	4
Business 133-134	6
Business 334	3

* If the student demonstrates necessary knowledge and skill in these subjects, he may substitute electives.

**These courses are merely suggestive. The student may elect any other course offered from which he feels he may benefit.

PASTOR'S ASSISTANT AND CHURCH SECRETARIES
(Terminal)
First Year

	Hours Credit
English 131-132	6
Religious Education 121-122	4
*Business 133-134	6
*Business 135-136	6
Business 131-132	6
Physical Education 113-114	2

Second Year

English 231-232	6
Physical Education 211-212	2
Religious Education 221-222	4
*Business 233	3
*Business 235	3
Psychology 231	3
Business 237	3
**Electives	
Business 231	3
English 233-234	6
Business 232	3
Business 238	3
English 221-222	4
Business 334	3

* If the student demonstrates necessary knowledge and skill in these subjects, he may substitute electives.

**These courses are merely suggestive. The student may elect any other course offered from which he feels he may benefit.

MEDICAL SECRETARY
(Terminal)

This curriculum is designed for the student who desires work where her primary duties are on the business and paperwork side of operating a medical office.

First Year

	Hours Credit
*Business 135-136	6
*Business 133-134	6
*Business 233	3
*English 233	3
English 221-222	4
Social Science 233-234	6
Physical Education 113-114	2
Psychology 231	3

Second Year

*Business 235-236	6
Science 135	3
Business 131-132	6
Business 238	3
English 234	3
**Electives	
Business 237	3
Business 231	3
Business 232	3
English 231-232	6
Business 334	3

* If the student demonstrates necessary knowledge and skill in these subjects, he may substitute electives.

**These courses are merely suggestive. The student may elect any other course offered from which he feels he may benefit.

MEDICAL RECEPTIONIST—STENOGRAPHER
(One-Year Non-Degree Program)

This curriculum prepares a student for employment in a medical or dental office which requires a knowledge of shorthand in addition to a receptionist's duties.

First Semester

	Hours Credit
*Business 135	3
*Business 133	3
Psychology 231	3
English 233-234	6
Physical Education 113-114	2

Second Semester

*Business 235	3
*Business 233	3
*Business 131-132	6
Business 238	3
Physical Education 211-212	2
**Electives	
Business 237	3
English 231	3
English 221-222	4
Science 131	3
Social Science 237	3
Business 334	3

*If the student demonstrates necessary knowledge and skill in these subjects, he may substitute electives.

**These courses are merely suggestive. The student may elect any other course offered from which he feels he may benefit.

LEGAL SECRETARYSHIP
(Occupational Curriculum)

This curriculum prepares the student for a position in the offices of attorneys, the legal department of private industries, or the Federal, State, County, or City government.

First Year
First Semester

	Hours Credit
*Business 133-134	6
*Business 135-136	6
English 233	3
Business 239	3
Business 231	3
Psychology 231	3
Physical Education 113	1

Second Semester

Business 133-134	6
Business 135-136	6
English 131-132	6
Social Science 131	3
Physical Education 114	1

Second Year
First Semester

Business 233-234	6
Business 235-236	6
Business 238	3

Second Semester

Business 131-132	6
Business 233-234	6
English 234	3
Business 235-236	6
Social Science 233-234	6
**Electives	
Business 237	3
Business 232	3
English 221-222	4
Business 334	3

*If the student demonstrates necessary knowledge and skill in these subjects, he may substitute electives.

**These courses are merely suggestive. The student may elect any other course offered from which he feels he may benefit.

PRE-ENGINEERING (University Parallel)

Arrangements have been made between Carver College and the Agricultural and Technical College of Greensboro, North Carolina, for a four-year co-operative program in engineering. The first two years of the program may be completed at Carver College and then the student may transfer to the Agricultural and Technical College to complete the final two years of the undergraduate work in the same branch of engineering, provided the grades are satisfactory.

Students who plan to transfer to other engineering schools should plan their program with the aid of the Director to prevent any loss of credit.

Curriculum

First Year

	Hours Credit
English 131, 132	6
Mathematics 133, 134	6
Mechanical Engineering 131, 132, 133	9
Science 141, 142	8

Second Year

Mathematics 235	3
Science 243, 244, 245, 246	16
Social Science 231, 232	6
Social Science 235	3
Approved Electives	6

All persons who satisfactorily complete the University Parallel curriculum will receive Associate in Arts degree.

All persons who satisfactorily complete the terminal curriculum will receive a diploma.

All persons who satisfactorily complete the one-year curriculum will receive a certificate.

COURSE OF INSTRUCTION

Business

Business 131-132: Principles of Accounting. An introductory course in the field of accounting. Topics covered include the theory of debits and the construction of the trial balance, work sheet, profit and loss statement, and the balance sheet. The problems and material used are characteristic of the single proprietorship form of business organization.

Business 133-134: Elementary Shorthand. A study of elementary Gregg shorthand principles and theory. Minimum requirements: Dictation at 60 words a minute on new material with a transcription rate on the typewriter of 25 words a minute. A student having one or more years of shorthand may validate this course by passing an examination, provided he continues Business 233-234, and receives six semester hours credit.

Business 135-136: Elementary Typewriting. The work in elementary typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. In this course more stress is given to accuracy than to speed. Maximum speed: 40 words a minute with a maximum of five errors. A student having one or more years of typewriting may validate this course by passing an examination, provided he continues Business 235-236, and receives ten hours credit. A laboratory fee of $3.00 is charged.

Business 231: Introduction to Business. To enable the students to have an overall understanding of starting a business—the organization, financing, and managing of a business, including the principles of purchasing, selling, record keeping, granting credit, collecting, and other fuctions of business.

Business 232: Business Law. Essentials of the law of contracts, with related subjects.

Business 233: Intermediate Shorthand and Transcription. Prerequisite: Business 133-134 with grade of "C" or better; or one year of high school shorthand with grade of "B" or better; or ability to take dictation at 60 words a minute for 5 minutes. Development of skill in transcription for the purpose of producing mailable letters. Starting with pre-transcription training, progress is made in gradual steps from printed shorthand plates to the transcribing of "cold" notes taken from dictation by the student. Drill is given in all problems of transcription including grammar and punctuation.

Business 234: Advanced Shorthand. The course consists of dictation and transcription with a thorough review of shorthand theory. Accuracy, speed, neatness and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of 100 words a minute with a transcription rate of 35 words per minute must be consistently maintained with a high degree of accuracy. (Prerequisite: Shorthand 133-134 or equivalent.)

Business 235-236: Advanced Typewriting. The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulation, business reports, legal documents, effective display of typed matter. Minimum speed of 50 words a minute, with a maximum of five errors is required. A laboratory fee of $3.00 is charged.

Business 237: Office Machines. A study of the commonly used office machines, such as dictating machines, adding and calculating machines, duplicating processes, and miscellaneous equipment. (Prerequisite: Mathematics 231-232.)

Business 238: Office Practice. An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure. Whenever possible, actual office situations are created so that the student is trained not in theory alone, but in practice.

Business 239: Filing. A comprehensive coverage of filing fundamentals; rules for alphabetical indexing, card and correspondence filing methods, charge and follow-up methods, and transfer methods.

Business 331: Applied Bookkeeping. This course is specifically designed for secretarial students. In content, organization, and emphasis, it is based on a survey made by the authors of actual bookkeeping and recording activities performed on the job by secretarial graduates. The activities consist almost entirely of special-phase recording and simple bookkeeping procedures.

Business English: (See English 233-234.)

Business Mathematics: (See Mathematics 231-232.)

Business 334: Penmanship and Spelling. Emphasis upon basic spelling combined with penmanship drills to develop speed and legibility in handwriting.

Education and Psychology

Education 100: Freshman Orientation. All freshmen registering for courses leading to the Associate in Arts degree are required to take orientation which aims to assist the student in making the most effective and rapid adjustment to college life. This course involves a series of lectures and discussions on the purpose of a college education; how to use the library; how to study; current events; development of culture; vocational and occupational guidance. Cooperating in this course are the Library, the Division of Social Science, the Division of Literature, Language, Arts and Music, and the offices of the Dean and Registrar.

Education 231: Introduction to Education. This course is a comprehensive study of the school. The course begins with a short

review of the European background of education and then makes an extensive study of the development of the theories and practices of American education. It may be elected by candidates for the Elementary and High School Teacher's Certificate.

Psychology 231: General Psychology. General problems of personality, adjustment and mental health are presented in this course. It is designed to meet the needs of both students who wish to continue in the field of psychology and those who will do no further work in the field.

Psychology 232: Educational Psychology. A systematic presentation of the psychological and biological bases of growth and development, the effective use of the emotions in learning and behavior, the techniques involved in learning, relationships, and a study of individual differences and their specific implications and applications to school and classroom activities. Required of candidates for the Primary, Grammar Grade, and High School Teacher's Certificate. (Prerequisite: Psychology 231.)

Psychology 233: Adolescent Psychology. A comprehensive view of the physical, emotional, social, moral and intellectual growth of adolescents. This course is designed to aid prospective teachers and adolescents in understanding the problems of this period of growth and development.

English

English 100: Remedial English. This non-credit course is required of all freshmen and new students who fail to pass the English placement test. (Fall and Spring).

English 131-132: English Composition. The theory and practice of current English grammar, with emphasis upon recognition of parts of speech, development of sentence structure, and use of punctuation. Written composition is emphasized.

English 231: Introduction to Literature. Interpretation and appreciation of the short story, and of drama.

English 232: Introduction to Literature. Interpretation and appreciation of poetry, and prose.

English 221-222: Fundamentals of Speech. This course enables the student to think and organize via the thought processes necessary to clear and valid speech. There is specific emphasis given to the broad types of speeches: to inspire, to inform, to convince, to persuade, to explain. Each student is required to render a certain number of these types of speeches. The teaching of parliamentary procedure is included in the course.

English 233: Business English. A study of the fundamentals of grammar and specific application to business documents and other business papers, practical training in business writings, the editing of business materials, proof reading and corrections.

English 234: Business Correspondence. Provides instruction and practice in writing business letters. The mechanics, appearance, and letter usage of English are stressed. Letters of inquiries, orders and acknowledgments, sales letters, job-getting letters, claim and adjustments, collection letters, and report writing are included. Prerequisite: English 233.

FOREIGN LANGUAGES

French

French 131-132: Elementary French. This is a course designed to give the student a general understanding of written and spoken French. Emphasis is given to pronunciation, fundamentals of grammar, vocabulary building, and translation from English to French.

French 231-232: Intermediate French. This course continues stress on pronunciation and grammar. French readers are introduced to help students acquire reading skill and build broad French background. Special emphasis is given to vocabulary study and conversation.

German

German 131-132: Elementary German. This course is designed to give the beginning student the fundamentals of grammar and syntax together with easy reading exercise. A series of graded readers is used. Emphasis is on vocabulary building and the acquisition of a reading and speaking knowledge of German.

German 231-232: Intermediate German. Continued stress of pronunciation, dictation, and review of German grammar. The ability to write and converse in German is further developed.

Spanish

Spanish 131-132: Elementary Spanish. The fundamentals of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, speak, read and write simple Spanish are stressed. The course includes basic facts on the geography, history, customs, and culture of Spain and Latin America. Introduction to Spanish songs, poems, and proverbs. Outside reading required.

Spanish 231-232: Intermediate Spanish. A review of Spanish grammar and study of idioms. It includes the reading of more advanced texts. Outside reading assigned with a view toward the study of Spanish and Latin American literature, art, music, history, and geography. Continued practice provided in writing, speaking, and understanding the Spanish language. Major emphasis during the second semester is on the development of conversational skill. Prerequisite: Spanish 131-132 or the equivalent.

Humanities

Humanities 231: Survey of Humanities. This course is designed to acquaint the student with the intellectual, emotional, and artistic values of Western Civilization. Special attention is given to the examination of methods for criticism and evaluation of ideas. Emphasis is placed upon the development of an appreciation and understanding of the humanities, including philosophy, literature, music, architecture, sculpture, and painting.

Mathematics

Mathematics 100: Remedial Mathematics. This non-credit course is required of all freshmen and new students who fail to pass the mathematics placement test. Fall and spring.

Mathematics 131-132: General Mathematics. Is designed to give the essential mathematical background for college work other than in the fields of mathematics and science. The first semester includes such topics as the number systems and solutions of Algebraic equations similar to those confronted in the social and economic world, etc. The second semester is a continuation of the first but with more emphasis placed on statistical and formula graphs, practical geometry, and trigonometry. Credit 3 semester hours each semester.

Mathematics 133: Algebra I—College Algebra. Functions and their graphs, equations, and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variations, progressions, mathematical induction, binominal theorem, complex numbers, theory equations. Credit: 3 semester hours.

Mathematics 134: Plane Trigonometry. Identities, reduction, addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles. Credit: 3 semester hours. Prerequisite: Mathematics 133.

Mathematics 200: Plane Geometry. This non-credit course in high school plane geometry is required of all majors and minors who enter the college without entrance credit in this subject. Fall and Spring.

Mathematics 231-232: Business Mathematics. Application of mathematics in typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems. Credit: 3 semester hours each semester.

Mathematics 233: Algebra II—Advanced College Algebra. This course is designed to increase skill and technique in algebraic operations for advanced study in mathematics. The following topics are included: inequalities, theory and application probability, summation of series, permutations and combinations, partial fractions, continued fractions, etc. Credit: 3 semester hours. Prerequisite: Mathematics 133.

Mathematics 235: Plane Analytic Geometry. A thorough study of Cartesian coordinates, curves, loci, straight line, circle, polar co-ordinates and conic sections completes the plane analytic geometry. Co-ordinates in space, loci, the plan and the straight line complete the course. Prerequisite: Mathematics 134. Credit: 3 semester hours.

Mathematics 331: Introduction to Modern Mathematics. Basic properties of groups, rings and fields of integers. Real and complex numbers. Polynominals and the solution of polynominal equations. Determinates and matrices. Prerequisite: Mathematics 134. Credit: 3 semester hours.

Mechanical Engineering

Mechanical Engineering 131, 132: Engineering Drawing. The major areas covered in this course include: lettering, instrument practice, geometric construction, orthographic projection, sections, auxiliary views, pictorial drawings, freehand sketching, dimensions and sound drawing practices. Six laboratory hours per week. Credit: 3 quarter hours each.

Mechanical Engineering 133: Descriptive Geometry. The objective of this course is to familiarize the student with the representation of geometrical magnitudes in order to arrive at true length, true slope and line as a point, edge view and true size of a plane, shortest distance between lines, a line piercing a plane, intersection of planes, dihedral angle, shortest distance to a plane, angle between a line and a plane, revolution, development of surfaces, intersection of solids, mining problems, and miscellaneous problems. Six laboratory hours per week. Credit: 3 quarter hours.

Mechanical Engineering 231: Engineering Drawing. This course is an extension of Mechanical Engineering 161 and 162 and deals primarily with screw threads and bolts, gears and cams, and detailed assembly drawings of simple tools, dies, and machinery. Six laboratory hours per week. Prerequisites: Mechanical Engineering 131 and 132.

Science 131: Survey of Biological Science. A study of the various branches of biology, their principles and problems, with special reference to man and the living environment as it affects him. (Offered each semester.)

Science 132: Survey of Physical Science. A survey of astronomy, chemistry, geology and physics, giving the student a fair panoramic view of the universe in which he lives and his relation to it. Some appreciation of the scientific method, as well as the contributions of the physical science to the solution of some contemporary problems. (Offered each semester.)

Science 134: General Botany. This course is designed to show the relation of plants to mankind, the development of a knowledge of the universe in which we live and as a phase of modern science. In the laboratory, the structure of plants and representatives of the plant phyla will be studied by comparison. One 2-hour lab and two lecture periods each week.

Science 241-242: General Zoology. This course introduces the student to the study of animal life. The aim of this course is to trace the evolution of structure and function of animals without backbones and those animals with backbones. In the laboratory, representatives of invertebrate and vertebrate animals will be studied in ascending order by dissection and comparison. Two lecture hours and 2 two-hour laboratory periods each week.

Science 135: Anatomy and Physiology. A study of the human body with emphasis on the circulatory system, nervous system, muscles and bones. Three lecture periods.

Science 141-142: General Inorganic Chemistry. This course is an elementary presentation of the fundamental principles of chemistry based upon a study of the physical and chemical properties of the metallic and non-metallic elements. Emphasis is placed on the scientific method. High school chemistry is recommended but is not a required prerequisite for this course. Two hours of recitations and lectures, and four hours of laboratory a week for two semesters.

Science 243: Qualitative Chemical Analysis. The principle of equalibrium is applied to the operation and identification of anions and cations in solution. Some volumetric quantitative determinations are done in their course. Prerequisite: Chemistry 241 and 242 with a grade of "C" or above. Two hours of recitation or lectures and six hours of laboratory weekly.

Science 244: Quantitative Chemical Analysis. Theory and practice of measurements applied to volumetric and gravimetric determinations. Many problems on solubility-product and P H values of solutions are solved. Prerequisite: Chemistry 243 with a grade of "C" or above. Two hours of recitation or lectures and six hours of laboratory weekly.

Science 245-246: General Physics. Physics 245 covers mechanics, heat and sound. Physics 246 covers electricity and magnetism, optics, and special topics. Two lecture and four laboratory hours a week for two semesters. All parts must be completed to receive credit.

Physical Education

Physical Education 113-114: Physical Practice. An activity course consisting of calisthenics, marching tactics, tumbling and stunts, group games, group sports.

Physical Education 211-212: Personal Hygiene. Scientific information on nutrition, muscular exercise, sleep, bathing, reproduction and the most advantageous utilization of time and energy. Lectures, class reports, discussions and individual conferences will be held.

Religious Education

Religious Education 121: Early Hebrew Religion and Life. The purpose of this course is to make a survey of early Hebrew culture with emphasis on its moral and spiritual growth as reflected in the early religious concepts of the Old Testament.

Religious Education 122: Later Hebrew Religion and Life. This course is designed for a study of life, culture, and religious growth as reflected through the prophets, poets, and later Hebrew writers.

Religious Education 221: Life and Teachings of Jesus. The world in which Christianity arose is studied with emphasis on the life and teachings of Jesus as seen in New Testament literature.

Religious Education 222: Life and Letters of Paul. The course is organized to give a portrayal of the Greco-Roman world and the life of Paul. A study of the Pauline letters is made to discover the role Paul played in all phases of the growth of the Christian church.

The courses in religious education may be elected for credit by any student in the college; however, they are required of those who plan to enter senior church-related colleges.

Social Sciences

Social Science 131: Survey of Social Sciences. A survey of the development of Eastern Civilization with considerable time given to a study of the part which biological, psychological and geographic factors have played in human society. Consideration is also given to the composition and distribution of populations.

Social Science 132: Principles of Geography. An introductory course in the field of geography dealing with the earth and its planetary relations, map representations, climate and climate elements, land forms, soils and man's relation to his physical environment.

Social Science 133: Regional Geography. A study of the major regions of the world against the background of their natural, cultural, and economic environments.

Social Science 134-135: European History. A course in modern history giving a general survey of Europe from the Reformation period to the present. Political, social, and economic aspects are covered.

Social Science 231-232: Principles of Economics. This course gives special attention to the economic principles, policies and problems. Business organizations, monetary and banking problems and characteristics of the economic system are among the topics included.

Social Science 233-234: American History. (First part to 1865, latter part from 1865.) This course covers the discovery, colonization and resulting growth of the American nation. The evolution of American ideals and policies receive clear and interesting treatment.

Social Science 235: American Government. The origin, organization, and development of federal, state, and local government in the United States will be emphasized with particular attention given to the national government in action.

Social Science 236: Comparative Government. A comparative study of foreign governments, especially in Great Britain, France, the United States, and Soviet Russia. Prerequisite: Social Science 235.

Social Science 237: Principles of Sociology. This is an introduction of the study of society, providing essentials for an intelligent understanding of the forces making for group life and for specialized study of sociological problems.

Social Science 238: Social Problems. The problems of population, the family, distribution of wealth and income, labor and management relationships, race relations, health, crime, juvenile delinquency, insanity and mental deficiency, social control, social planning, and democracy are investigated and studied.

DEGREES GRANTED

June, 1961

CARVER COLLEGE

CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE

Department of Liberal Arts

*Alexander, Robert C.
Diamond, Alice J.
Foster, Barbara J.
Fuller, Larry
*Grier, Cicero A.
Hart, Charlie
Hunt, Joseph
Johnson, Charles A.
*Lilly, Jerry
**Little, Wylie
Love, Naomi
McClain, James O.
McGriff, Annie L.
**Mansel, Marian
Millsaps, Rachel
Nail, John G.
Pyant, Robert L.
†Richard, Julian
Rorie, Walter
**Ross, James L.
Stoney, Fred

BUSINESS ADMINISTRATION

University Parallel

Boulware, Roosevelt
Leggett, Dorothy
McRae, Rose H.
Pettis, Eugene
Reid, Richard

SECRETARIAL SCIENCE AND GENERAL BUSINESS

Terminal

**Davis, Dorothy A.
Fox, Nancy L.
Gabriel, Bettye J.
Gatewood, Geneva
Gatewood, Juanita
Hill, Cornelius
Holloway, Maggie
*McClain, Emma B.
*Sadler, Vernell M.
**Stitt, Patricia C.
Thompson, Mildred A.
*Walls, Gladys D.
White, Annice

†Completed requirements as of July 15, 1960

** With Greater Distinction
* With Distinction

ROSTER OF STUDENTS

ADVANCED FRESHMEN

Allen, Bessie
Bagby, Emanuel
Beatty, William C.
Benson, Jack
Black, Hiawatha
Blackwell, Annette
Blount, Shirley
Broadie, Ellis J.
Brown, Levi
Brown, James T.
Carothers, John
Culbreth, Paul
Davis, Charles L.
Davis, Margaret L.
Elder, Barbara
Feely, Mary L.
Fewell, Marcille
Flowers, Philips R.
Ford, Freddie
French, Thaddeus
Grier, Cleveland
Hafer, Sarah A.
Hammond, Oscar
Higgins, James H.
Howard, Cecil
Hunt, Thomas L.
Hunter, Ralph
Jones, Howard L.
Killian, Mary E.
Livingston, Willie
McKnight, Bobby L.
McLaughlin, Leonora
Mansel, John
Maxwell, Robert
Michel, David T.
Nichols, Lynn C.
Nurse, Herbert
Phifer, Ulysses
Poe, Herman
Powell, Hubert
Rubin, Robert
Sadler, James
Sayles, John D.
Shamberger, Rufus
Simpson, Jimmie
Springs, Marguerite
Stewart, Alice J.
Smith, Jennye R.
Smith, Raymond
Thomas, Henry
Thompson, Willie W.
Threatt, Thomas B.
Vance, Robert
Waddy, Jack
Walker, Hazeline
Walker, Laura A.
Wallace, William R.
Walls, Eugene
Welch, Willie Mae
Whitmire, James

FRESHMEN

Able, Willie
Adams, Ethell
Adams, Marie
Alexander, Catherine
Allison, McGeary
Anderson, Samuel
Anderson, Willie H.
Andrews, William B.
Anthony, Nancy C.
Audrey, Doris L.
Austin, Evelyn
Bailey, Voyida B.
Barber, Willie
Barnett, Samuel L.
Belton, Loretta
Bittle, Bernice S.
Black, Laurel S.
Blackman, Mae R.
Bost, Bettye L.
Bray, James W.
Briscoe, James L.
Broadie, Wilson L.
Brooks, Carrie L.
Brooks, Janetta
Brown, Carolyn L.
Brown, Felichia A.
Brown, Robert
Brown, Robert L.
Brown, Willie M.
Bundridge, Annie R.

FRESHMEN (Continued)

Burch, Herbert
Burris, Roxie H.
Byers, Sammie E.
Capel, Margaret A.
Chaskley, Johnell D.
Cherry, Mary A.
Clyburn, Bobby R.
Conway, Horace
Cook, Betty L.
Cook, William E.
Cooper, Avery V.
Cunningham, Shirley A.
Cuthbertson, Eddie
Davis, William A.
Dixon, Joyce
Duffie, Rubye J.
Dunlap, William S.
Dunlap, Willie C.
Ezell, Louise
Farr, Robert E.
Favors, Anna R.
Favors, Elsie M.
Ford, Elsienor L.
Foster, Bettie J.
Gaston, Carrie M.
Gaston, Etta L.
Gist, Jivers
Glover, Edward
Goode, Helen L.
Graham, Joan L.
Grier, Agnes L.
Hambric, Joan C.
Hammond, Oscar
Harris, Earl T.
Horton, Charles
Howard, George
Howard, Norma J.
Houston, Yvonne M.
Hunter, Ralph P.
Jackson, Allen
Jackson, Harry
Johnson, Fred
Johnson, Martha V.
Jordan, Willie M.
Kizer, Nathaniel
Latimer, Lawrence
Lewis, Janet P.
Lewis, Yvonne
Liles, John
Linney, Dorothy
Little, Charlie R.
Little, Walter R.
Lowery, Frances
McCarter, Mary A.
McDonald, Mildred J.
McGill, Walter L.
McIlwain, Joe A.
McKay, Yvonne
McLendon, Willie J.
Mason, Edward
Means, Norman E.
Miller, Margaret L.
Miller, Naomi
Mitchell, Geneva
Mitchell, George W.
Montgomery, Carole L.
Moore, Peggie
Nail, Ruth A.
Neely, Hannah
Neely, William
O'Rear, Vance
Partlow, James R.
Paschal, Asa
Patton, Geraldine
Phifer, Rebecca
Potts, Geraldine
Pride, William E.
Pruitt, Claudia W.
Rawls, Tom
Rearden, Arthur J.
Reddick, Gene A.
Reid, Mattie M.
Rhett, John
Rhodes, William C.
Richmond, David
Roseboro, Kathleen
Simpson, Fred L.
Smith, George R.
*Smith, Harlie
Smith, Mae F.
Smith, Mary R.
Smith, Mildred
Spearman, William
Spears, Bobby L.
Springs, Zachariah
Summers, Willia D.

*Deceased

FRESHMEN (Continued)

Stafford, Zella M.
Strickland, Jimmy
Swift, Howard
Teal, Barbara L.
Threatt, Nina M.
Tyson, Daisy R.
Wagoner, Virginia H.
Wallace, Derrick
Warner, Thomas
Way, Mable J.
Weathers, Doris
Weathers, Ella M.
Weldon, James F.
White, Eleanor
White, Estella
White, Walter E.
Wiggins, Lucille E.
Willis, Clara A.
Wilson, Maggie
Wray, Janie M.
Wright, Dorothy L.
Young, Betty J.

SPECIALS

Alford, Nathaniel
Allen, David J.
Allen, Haywood L.
Blackmon, Grace C.
Blackwell, Roberta
Boger, William T.
Brown, Joseph B.
Brown, Robert F.
Butler, Charles A.
Caldwell, Lourina L.
Cannon, Ernest L.
Davis, Benjamin
Dunlap, Frank D.
Dunlap, Joe A.
Jackson, George A.
Johnson, Sallie
Jordan, Richard E.
Little, John L.
McCorkle, Vonnievell
McMillan, JoAnne
Orr, James
Patterson, Clarence L.
Pendergrass, Paul
Pharr, Jacqueline A.
Phifer, Johnny E.
Reid, George
Richards, Julian
Robinson, Annie S.
Roseboro, William
Sanders, Frazier H.
Simmons, Earl
Simmons, Gwendolyn
Sowell, Thomas
Stewart, Roy
Thomas, Thomas J.
Wall, Horace
Williams, John T.
Withers, Lovie L.

ADULT EDUCATION

Adams, Nettie
Adger, Alice
Alexander, Rosa
Anderson, Lucille
Anthony, Clinton
Anthony, Lillie
Belk, Cora
Blackmon, Gus
Blount, Elise
Byars, Cluster
Campbell, Juanita
Cloud, Johnny
Curry, Otis
Davidson, Mable L.
Dennis, Charles
Evans, Emma R.
Flowers, Willie
Gray, Clara A.
Gray, Luetta
Griffin, Sedil
Hoover, Van
McMillan, William
Moore, Pauline
Patrick, Marie
Pharr, Emmette F.
Robinson, Bernice
Rooks, Beatrice
Roseboro, Richard
Ross, Eliza
Sarter, Rose L.

ADULT EDUCATION (Continued)

Singleton, Charles
Smith, Lucille
Stitt, Clara
Wagoner, E. J.
Williams, Mozella C.

1960 SUMMER SESSIONS

Adams, Marie
Alexander, James H.
Allen, Haywood L.
Allen, James
Allen, Thomas W.
Barber, Ralph
Benson, Jack
Black, Hiawatha
Boger, William T.
Brown, Bera O.
Brown, Raymond R.
Bridges, Clarence
Bullard, Darson
Caldwell, Lourina L.
Cannon, Ernest L.
Carothers, John L.
Chisholm, Hezekiah
Conway, Horace
Crosby, Richard J.
Davis, Benjamin
Davis, Charles L.
Davis, Verona
Diamond, Alice R.
Dunlap, Joe A.
Elder, Barbara J.
Erwin, Thelmore
Erwin, Willie E.
Feely, Mary D.
Frazier, David
French, Thaddeus R.
Fuller, Larry
Gary, Leroy
Greene, Charlie
Harris, Eddie
Herron, Arthur F.
Higgins, James H.
Holloway, Maggie D.
Holt, Carol E.
Howard, Cecil
Howard, George, Jr.
Hunt, Thomas L.
Hunter, Ralph
Jeter, Joyce A.
Jordan, Richard
Kizer, Nathaniel
Ladson, John N.
Fewell, Marcille
Latimer, Lawrence
Leggett, Dorothy
Lewis, Janet P.
Lilly, Jerry J.
Little, John L.
Little, Wylie L.
Long, Nathan, Jr.
Love, Naomi
McGriff, Annie L.
McKnight, Bobby L.
McLaughlin, Leonora
McMurray, Johnsie M.
Mansel, Marian
Mason, Edward
Maxwell, Robert B.
Miller, Naomi
Moore, Melvin L.
Moore, William
Nurse, Hebert N.F.G.
Pendergrass, Paul
Pettis, Eugene
Pride, Willie J.
Rearden, Arthur
Richards, Julian
Richardson, Curtis
Robeson, Harrison
Ross, James L.
Sanders, Frazier H.
Sayles, John D.
Shamberger, Rufus T.
Smith, Andrew, Jr.
Smith, George R.
Sowell, Thomas
Spearman, William
Springs, Marguerite
Stoney, Fred
Thompson, Willie W.
Vance, Robert L.
Waddy, Jack D.

1960 SUMMER SESSIONS (Continued)

Walker, Hazeline
Wall, Horace, Jr.
Wallace, William R.
Walls, Adolphus
Welch, Willie M.
White, Walter E.
Whitmire, James
Williams, John T.
Withers, Lovie L.

STUDENT ENROLLMENT

Departments	Men	Women	Total
Liberal Arts, University Parallel	114	57	171
Business Administration, University Parallel	16	2	18
Secretarial Science, Terminal	-0-	59	59
Special Students	28	9	37
Adult Education	14	21	35
	172	148	320

SUMMARY OF GRADUATES

Year	College	High School	Cosmetology	Total
1951	21	0	0	21
1952	31	0	0	31
1953	40	0	0	40
1954	21	0	0	21
1955	43	12	0	55
1956	62	67	17	146
1957	62	82	30	174
1958	71	64	43	178
1959	76	54	Discontinued	130
1960	47	Discontinued	—	47
1961	39	—	—	39
Total	513	279	90	882